



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
BOX 788100
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 12000.9
1B

APR 12 2017

COMBAT CENTER ORDER 12000.9

From: Commanding General
To: Distribution List

Subj: PERSONNEL ACCOUNTABILITY VIA MARINE ONLINE

Ref: (a) MARADMIN 475/14
(b) DoD Instruction 3001.02

Encl: (1) Non-Marine MOL Join Process

1. Situation. Reference (a) establishes Marine Online (MOL) as the enterprise system to support personnel accountability in conjunction with natural or manmade disasters. The personnel accountability includes all military personnel and government civilian employees, both appropriated fund (APF) and non-appropriated fund (NAF) assigned or attached to a unit aboard the Marine Corps Air Ground Combat Center (MCAGCC). Civilian contractors are accounted for by their contracting agency. In order to use the MOL Personnel Accountability Module, military and government civilian personnel must be joined into the Marine Corps Total Force System (MCTFS) and be granted permission to access and utilize MOL.

2. Mission. Per the references, set forth guidance, procedures, and responsibilities for joining government civilians and military members from the other services, in order to execute personnel accountability via MOL on a daily basis or in response to any disaster or catastrophic event aboard MCAGCC.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Personnel accountability is a command responsibility at all times, and commands must be able to efficiently account for Marines, other services personnel, government civilians, and family members, especially in a disaster situation. Each command must be prepared to report personnel statuses when directed by the Commanding General, Marine Air Ground Task Force Training Command (MAGTFTC), MCAGCC or by higher headquarters. The Naval Hospital Twentynine Palms, 23rd Dental Clinic, Army Veterinary Clinic, the Defense Commissary Agency, and other organizations external to the U.S. Marine Corps are exempt from the MCTFS and MOL enrollment and usage requirements.

(2) Concept of Operations

(a) In addition to active duty and reserve military members, all Department of Defense (DoD) civilian employees must be joined into MOL and may voluntarily report family member information for accountability via MOL.

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Once joined, government civilians will be incorporated into the daily morning report, and can be accounted for in the event of a disaster by self or command reporting via the Personnel Accountability Module in MOL. Military and government civilian employees without access to MOL will be accounted via the "on behalf of" function in MOL. Bargaining unit employees may elect not to provide their Social Security Number and instead be joined with a modified Electronic Data Interchange Personal Identifier, in accordance with reference (a).

(b) To correctly join personnel via MOL for both Unit Management Status Report (UMSR) and MCTFS, the procedures contained in the enclosure must be followed. For personnel attached to Headquarters Battalion (HQBn), Sergeant's Course, Legal Services Support Team, Exercise Support Division, and Tactical Training and Exercise Control Group (MCCs 015, JBJ, 025, UKU and UKT); the HQBn S-1 will perform this function. For civilian personnel already on board, the Installation Personnel Administrative Center will coordinate with the APF and NAF Human Resources Offices (HRO) to conduct a mass upload of personnel data into MCTFS. Thereafter, all personnel regardless of rank or service affiliation, both military and civilian permanently attached to these units, will check in and out with HQBn S-1 upon arrival and again upon departure.

b. Subordinate Element Missions

(1) All Commanding Officers aboard MCAGCC

(a) Assign in writing a Command Personnel Accountability Coordinator and establish procedures to ensure the timely accountability and accuracy of data for all assigned military personnel and DoD civilians in the MOL UMSR and the MCTFS.

(b) Track and ensure 100 percent accountability in the event of a disaster or evacuation for military and civilian personnel using the reports available within MOL (Personnel Accountability Report, Dependent Accountability Report, and the Personnel Accountability Summary) in accordance with reference (a).

(c) Promulgate local procedures to ensure personnel have the capability to communicate and disseminate information in circumstances where normal communication means are disrupted.

(d) Ensure all DoD civilian employees and other services personnel have current emergency contact information on file. The applicable items on the Record of Emergency Data (DD Form 93) or equivalent will be used for this purpose.

(e) Ensure that current personnel information is maintained on assigned Individual Mobilization Augmentee members of the reserve component, as applicable.

(2) Director, HRO

(a) Establish and maintain a civilian employee check-in/check-out process to ensure employees report to HQBn S-1 to provide personnel data to update MOL UMSR/MCTFS.

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(b) Ensure notification to all APF civilian employees to update their emergency contact information on file in MOL.

(c) Coordinate with HQBn S-1 for (a) and (b) above and for MOL permission and UMSR training.

(3) Director, NAF HRO

(a) Establish and maintain a NAF civilian employee check-in/check-out process to ensure employees report to HQBn S-1 to provide personnel data to update MOL UMSR/MCTFS.

(b) Ensure notification to all NAF civilian employees to update their emergency contact information on file in MOL.

(c) Coordinate with HQBn S-1 for (a) and (b) above and for MOL permission and UMSR training.

(4) Assistant Chief of Staff G-1

(a) Maintain oversight of the personnel accountability process.

(b) Conduct a monthly reconciliation to ensure all government civilians under MAGTFTC, MCAGCC are accounted for in MOL/MCTFS.

(c) Coordinate with the APF and NAF HROs as necessary.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of Combat Center directives can be found at <http://www.29palms.marines.mil/Staff/G1-Manpower/Adjutant-Office/Orders/>.

5. Command and Signal

a. Command. This Order is applicable to all units and organizations aboard MCAGCC as well as the Marine Corps Mountain Warfare Training Center and the Marine Aviation Weapons and Tactics Squadron One.

b. Signal. This Order is effective the date signed.


W. F. MULLEN III

Distribution: A

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Non Marine Joins via MOL

MISSO - 03

Phone: (760) 725 - 6982 / 5233 / 5701

Fax: (760) 725-6974

<https://eis.usmc.mil/sites/missa/default.aspx>

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REQUIRED PERMISSIONS

- MOL Coordinator
 - Template based permission
 - Can only be assigned by the unit Cmdr (MOL "Manager")

OR

- Individual Permissions
 - UMSR Join/Drop Active Reviewer
 - UMSR Join/Drop Approver

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Non Marine Joins via MOL

- You are able to create/join a new sponsored account using the "User Management" permission located under the "MOL Management" tab with in MOL.

#1 Click on "Create Account"



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Non Marine Joins via MOL



- Enter the member's 9 byte Social Security Number
- Select the member's appropriate service code
- Select "Join" as the Type of Account. This will allow the member to be joined in MCTFS via MOL.**

Service Code Options

- Marine Corps
- Navy
- Army
- Air Force
- Coast Guard
- Civil Service Employee
- Contractor
- Civilian Other
- Foreign

Types of Accounts

- Select Account Type
- Join
- Sponsored

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Non Marine Joins via MOL

USER MANAGEMENT

Create New Account

No account has been found for SSN 111222333 and the Navy Service. Please press the Next button to create a new account.

#5

USER MANAGEMENT

Create Sponsored Account

* First Name

* Last Name

Middle Init

Cadency

Rank/Title

SSN

* Work Phone (AreaCode-Prefix-Suffix-Extension)
You may reformat this phone number as a Foreign phone number.

E Mail Address

* Expiration Date Of Sponsorship

Sponsoring Unit Name

Join to MCTFS

#6

5. Click "Next" to begin the creation of the member's account.
6. Next you will enter the member's information and **ensure that you check the box for "Join to MCTFS"**. Expiration Date of Sponsorship should be two years from date of join. Once complete click "Submit"

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Non Marine Joins via MOL

7. Because you have selected to join the member to MCTFS, you must enter the displayed additional information. Once this information is entered and verified correct, click "Submit"

USER MANAGEMENT

MCTFS Entry Screen

Because you have selected to join the individual to MCTFS, we have additional information that is required.

Please select the Monitored Command Code that the individual will be joined to:
 Monitored Command Code

Date of Birth Date Current Tour Began

Expiration of Active Service Current Active Duty Date

Race Race Aggregate American Indian or Alaska Native

Sex Asian

Ethnic Black or African American

Religion Native Hawaiian or Other Pacific Islander

Number of Dependents White

Marital Status Decline to make an Election
(May not be combined with any of the above choices)

Billet Description Blood Type

Street Home Phone (AreaCode-Prefix-Suffix)

City

State Zip

You may reformat this address as an APO/FPO address or as a foreign (even APO/FPO) address.

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Non Marine Joins via MOL



Confirm of the Account Edit

Confirmation: for Manage Account Edit(s)

First Name: **ALEXANDER**
 Last Name: **LEONIDAS**
 Middle Initial:
 Cadency: **I**
 Rank: **Commander**
 SSN: **111222333**
 E-Mail Address: **ALEX@NAVY.MIL**
 Monitored Command Code: **014 - HBS BN MCIWEST-MCB CAMPEN**
 Date of Birth: **10 Nov 1990**
 Expiration of Active Service: **24 Feb 2017**
 Date Current Tour Began: **24 Feb 2015**
 Current Active Duty Date: **24 Feb 2015**
 Gender: **M**
 Race/Ethnic: **DECLINED TO RESPOND/DECLINED TO RESPOND**
 Religion: **UNKNOWN**
 Marital Status: **MARRIED**
 Number of Dependents: **2**
 Billet Description: **COMMANDING OFFICER**
 Blood Type: **O NEGATIVE**
 Home Address: **111 SPARTAN SQUARE CAMP PENDLETON CA 92055-0000**
 Home Phone Number: **760-725-6982**

#8

8. Next you will need to verify the information you enter and "Confirm" the creation of the member's account.
9. Next you will receive a confirmation of the account creation and login name and password to provide to the member.



MOL Create Account Success Page

This Account has been successfully established

Login Name: ALEONIDAS
 Password: CR2h66%7P
 Last Name: LEONIDAS
 First Name: ALEXANDER
 Middle Initial:
 Cadency: I
 Service Component: N
 Rank/Title: Commander

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Non Marine Joins via MOL

Non Marine drops will remain in MCTFS until the end of the month U&E cycle.

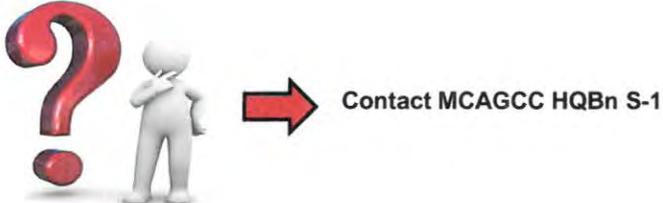
MCTFS Production Processing Calendar for FEBRUARY 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 TFBEGMTH-140 RECRUIT PAY UEFFTEST TC7040K TC7040D TC7030NG CYC=021	2 TFDAILY-141 UEFFTEST	3 TFDAILY-141 UEFFTEST	4 TFDAILY-141 AUTO DROP TC7034QB PPAR JOBS UEFFTEST	5 TF05FEW-157 DRILL PAY AUTO PROM TC703115	6 NO CYCLE	7 NO CYCLE
8 TFDAILY-147 RECRUIT PAY CYC=026	9 TFDAILY-141 CYC=027	10 TFDAILY-141 CYC=028	11 TFDAILY-141 CYC=029	12 TFWEEKLY-150 DRILL PAY UEFFTEST CYC=030	13 NO CYCLE LOCATOR(1) RAND McNALLY	14 NO CYCLE
15 NO CYCLE	16 HOLIDAY TFDAILY-148 UEFFTEST RECRUIT PAY CYC=031	17 TFDAILY-141 UEFFTEST	18 TFDAILY-141 UEFFTEST PPAR JOBS	19 TF05FEW-160 DRILL PAY CYC=034	20 NO CYCLE TC7036XB	21 NO CYCLE
22 TFDAILY-148 RECRUIT PAY TC7036LR CYC=035	23 TFDAILY-141 GRADE SELECT TC703116-SNCO TC703053-NCO CYC=036	24 TFDAILY-141 CYC=037	25 TFDAILY-141 CYC=038	26 KOMDRIL-162 DRILL PAY RMP3 MTHLY CYC=039	27 NO CYCLE LOCATOR(2)	28 NO CYCLE

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Questions



Contact MCAGCC HQBn S-1

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